



CYNTHIA A. HARDING, M.P.H.
Interim Director

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June 5, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AMENDMENT NUMBER 1 TO MASTER AGREEMENT WORK ORDER
NUMBER PH-001420-W8 WITH MIDCOM, A DIVISION OF HKA
ENTERPRISES, INC. FOR TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute amendments to Master Agreement Work Orders (MAWO) for temporary personnel services that extend the term, in amounts ranging from \$400,000 to \$699,999 annually, subject to review and approval by County Counsel and two weeks advance written notification to your Board.

On June 12, 2014, the Director of the Department of Public Health (DPH) notified your Board that he was exercising your Board's delegated authority approved on April 1, 2014, to execute MAWO Number PH-001420-W8 with MIDCOM, a Division of HKA Enterprises, Inc. in the amount of \$919,106, effective June 16, 2014 through June 30, 2015, to support 10 temporary personnel to contribute to DPH's efforts to prevent, respond to, and rapidly recover from public health threats such as, but not limited to: outbreaks of hepatitis associated with contaminated berries and meningitis, the H7N9 influenza, and the Middle East Respiratory Syndrome Coronavirus.

Under the delegated authority referenced above, on June 22, 2015, I will move forward with executing Amendment Number 1 to MAWO Number PH-001420-W8 in the amount of \$458,758 to extend the term for the period of July 1, 2015 through June 30, 2016, 100 percent offset by the Centers for Disease Control and Prevention Public Health Emergency Preparedness Cooperative Agreement, to continue to support five (5) of the original 10 temporary personnel. The positions will be responsible for: 1) upgrading and integrating public health emergency preparedness and response capabilities such as community preparedness and recovery, laboratory testing, and information sharing; and 2) supporting volunteer management related to all-hazards events.

This extension will provide DPH's Human Resources Division and the Chief Executive Office's Classification and Compensation Unit additional time to allocate specialized positions required by the Emergency Preparedness and Response Program. Of the original 10 temporary personnel, four (4) have been transitioned to County items, and one (1) to the City of Los Angeles.

Each Supervisor
June 5, 2015
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County Counsel has reviewed and approved Amendment Number 1 to MAWO PH-001416-W8 as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:eav
DA#03253

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors